

14 hours **ZOOM & PHYSICAL**
Program

PROCUREMENT MANAGEMENT – MANAGING SUPPLIER SELECTION & NEGOTIATION, SOURCING & TENDERING

HYBRID TRAINING

19 & 20 Oct 2026 (Mon & Tue)

 Remote Online Training (**Zoom**) &
 Dorsett Grand Subang Hotel,
Selangor (**Physical**)

**** Choose either Zoom OR Physical Session**

OBJECTIVES:

The training program was design with the following key objectives of learning to the participants:-

- a) Effective Management of Sourcing and Tendering activities
- b) Effective Selection Process during Sourcing and Tendering
- c) Understand the different type of tendering and common issue in tendering
- d) Effective negotiation preparation for supplier negotiation in sourcing and tendering
- e) Understand the effective way of supplier evaluation and management

PARTICIPANTS GROUP:

This training program is highly recommended for employees involve in the managing of the supply chain function in the company, for example, personnel from procurement, warehouse, logistics and planning department and finance.

LEARNING OUTCOME:

By the end of the 2-day interactive session, the learning curve achieve will enable the following:-

- a) **UNDERSTAND** strategic sourcing and tendering role of procurement in business operation
- b) **APPRAISE** and **DISTINGUISH** the type of strategy to be in place to manage tendering process to meet the objective of the company
- c) **MANAGING** and carrying out effective negotiation with suppliers and other stake holders during tendering
- d) **DECIDING** type of tendering to use depending on requirement and strategic advantages to the business organization
- e) **DIFFERENTIATE** key differences between Sourcing and Tendering
- f) **IMPLEMENTING** key areas of concern during selection process

REGISTER 3 PAX, FREE 1 SEAT

COURSE OVERVIEW

INTRODUCTION

The key to an efficient procurement function is the ability to manage the proper selection of suppliers. The ability to select new suppliers or vendors which are able to provide the good support to the company operational needs makes the job of purchasing easier to manage.

In order to select the “perfect” supplier, an effective sourcing process + an efficient selection + ability to negotiate the best deal with the supplier is extremely important.

This program desires to bring these values to all the participants who decide to attend this 2 day interactive training program.

METHODOLOGY

This training will involve the following area to enhance learning:

- a) Power point presentation
- b) Case studies & Brain storming session
- c) Discussion on subject of learning
- d) Facilitating by trainer to enhance understanding of subject matter
- e) Pre and Post test to evaluate participants understanding



COURSE CONTENT

Module 1 - Sourcing and Tendering

- Sourcing versus Tendering
- Type of Tendering
- Sourcing strategies
- Advantages and Disadvantages of Sourcing
- Advantage and Disadvantages of Tendering
- The Tendering Process in Open Tender
- Common term used in Tendering

Module 2 - Challenges in Tendering

- Key Reason why tender fails
- Reducing the risk in tender failure
- Managing conflict of Interest
- Red flag in Tendering and Sourcing
- Sourcing and Tendering best practices
- Case study

Module 3 – Suppliers Selection and Management Process

- Understanding the 10C + 1R selection
- Evaluation strategy for tendering
- Implementing Supplier On boarding and Off boarding system
- Type of Audits to conduct for supplier selection
- Case study

Module 4 – Managing Smart Negotiation

- Integrative Negotiation
- Distributive Negotiation
- Stages of Negotiation
- SWOT analysis
- Deciding red lines in negotiation
- Knowing your opponent traits
- The Soft Negotiator
- The Principled Negotiator
- The Hard Negotiator
- Traits of a good negotiator
- Bad Negotiator habits
- Mistakes made in Negotiation
- Body language in negotiation
- Clear planning of objectives and goals
- Understand when to walk away
- Managing Reject and counter offer
- Dealing with difficult negotiators
- WATNA strategies
- BATNA strategies
- Case study